

## Paying Bills

### Displaying Bills

1. Click the User Status Wizard. Scan, paste, or type a user ID in the Enter User ID or Name field. If you do not have the patron ID to scan, click Find User to display the Identify User window.

The screenshot shows the SirsiDynix interface with the 'Reports' tab selected. On the left sidebar, 'User Status' is highlighted. The main area contains a text input field labeled 'Enter a User ID or Name' with the value '513068788' entered. To the right of the field is a 'Find User' button. At the bottom left of the main area is a 'Clear' button. The top of the window has buttons for 'Print', 'Help', 'About', and 'Disconnect'.

2. Use the vertical scroll bar to scroll down to the Bills section.

The screenshot shows the SirsiDynix interface with the 'Reports' tab selected. The 'User Status' section is expanded, showing details for User Name **SMITH, DAVID**, User ID **513068788**, Profile **INACTIVE**, Status **BLOCKED**, Checkouts **2**, Holds **0**, User cat1 **09**, Group ID **HR INACTIVE**, Library **HARMON**, Note, Overdue **0**, and Amount Owed **\$30.45**. Below this is a table of bills. A vertical scroll bar on the right side of the table is highlighted with a box and labeled 'Scroll Bar'.

Date	Title	Item ID	Reason	Amount
11/9/2004	The composite guide to football	25000005538302	LOST	\$16.95
11/9/2004	The composite guide to football	25000005538302	PROCESSFEE	\$5.00
11/29/2004	How to make & fly paper airplanes	25000001274126	LOST	\$3.50
11/29/2004	How to make & fly paper airplanes	25000001274126	PROCESSFEE	\$5.00

Buttons at the bottom of the interface include 'Bills History', 'New Bill', 'Pay Bill', 'Pay Total Bills', 'Clear', and 'Return to Search'.

## Paying Bills

### Pay a Specific Bill

1. To pay a specific bill from the list, click to highlight the bill and click the Pay Bill button.

**Pay Bill**

If you wish to pay some or all of the bill now, enter the payment amount and type.

Bill Amount **\$5.00**  
User ID **513068788**  
User Name **SMITH, DAVID**  
Total User Bills **\$30.45**

\* Payment Amount   
\* Payment Type

Date	Title	Item ID	Reason	Amount
11/9/2004	The composite guide to football	25000005538302	LOST	\$16.95
11/9/2004	The composite guide to football	25000005538302	PROCESSFEE	\$5.00
11/29/2004	How to make & fly paper airplanes	25000001274126	LOST	\$3.50
11/29/2004	How to make & fly paper airplanes	25000001274126	PROCESSFEE	\$5.00

The Payment Amount defaults to the full amount of the bill, but can be changed for partial payment. Select a payment type and click the Pay Bill button.

2. The specific bill is paid.

**User Information:**

User Name **SMITH, DAVID** User cat1 **09**  
User ID **513068788** Group ID **HR INACTIVE**  
Profile **INACTIVE** Library **HARMON**  
Status **BLOCKED** Note  
Checkouts **2** Overdue **0**  
Holds **0** Amount Owed **\$25.45**

**Bills**

Date	Title	Item ID	Reason	Amount
11/9/2004	The composite guide to football	25000005538302	LOST	\$16.95
11/29/2004	How to make & fly paper airplanes	25000001274126	LOST	\$3.50
11/29/2004	How to make & fly paper airplanes	25000001274126	PROCESSFEE	\$5.00

## Paying Bills

### Partial Payments

1. Partial payments are made when the amount paid is more than one specific bill and less than the entire amount owed. This is accomplished by a series of specific payments. In the example below, the user wishes to pay \$7.00.

The screenshot shows the SirsiDynix interface with the 'Reports' tab selected. The left sidebar contains links for 'Check Out', 'Check In', 'User Status', 'Item Status', 'Holds', and 'Maintain Users'. The main area displays user information for SMITH, NICOLE (User ID: 000182567, Profile: HIGH SCHOOL, Status: DELINQUENT). It also shows checkouts (9), holds (1), and an amount owed of \$64.56. Below this is a table of items, with the first row showing 'Blue moon' by Halvorson, Marilyn, dated 1/27/2010, with a status of NEVER and a location of HARMON. The 'Bills' section contains a table with the following data:

Date	Title	Item ID	Reason	Amount
3/4/2010	Cat's eye	23131002399604	PROCESSFEE	\$5.00
3/4/2010	Cat's eye	23131002399604	LOST	\$18.95
3/4/2010	Sea horses	23131115841757	PROCESSFEE	\$5.00
3/4/2010	Sea horses	23131115841757	LOST	\$24.21

Buttons for 'Remove', 'Edit', 'Display Hold', and 'Fill Hold' are located above the bills table. Below the table are buttons for 'Bills History', 'New Bill', 'Pay Bill', and 'Pay Total Bills'. At the bottom left are 'Clear' and 'Return to Search' buttons. The SirsiDynix logo is in the bottom left corner.

2. The first bill for \$5.00 is selected and paid completely.

This screenshot shows the same SirsiDynix interface as the previous one, but with a 'Pay Bill' dialog box open. The dialog box contains the following information:

If you wish to pay some or all of the bill now, enter the payment amount and type.

Bill Amount \$5.00  
User ID 000182567  
User Name SMITH, NICOLE  
Total User Bills \$64.56

\* Payment Amount: \$5.00  
\* Payment Type: CASH

Buttons for 'Pay Bill' and 'Pay Later' are at the bottom of the dialog box. The background interface shows the same user information and bills table as before.

## Paying Bills

3. The next bill is paid partially by subtracting the previous amount paid from the total payment and entering the remainder.

**Pay Bill**

If you wish to pay some or all of the bill now, enter the payment amount and type.

Bill Amount **\$18.95**  
User ID **000182567**  
User Name **SMITH, NICOLE**  
Total User Bills **\$59.56**

\* Payment Amount   
\* Payment Type

**Bills**

Date	Title	Item ID	Reason	Amount
3/4/2010	Cat's eye	23131002399604	LOST	\$18.95
3/4/2010	Sea horses	23131115841757	PROCESSFEE	\$5.00
3/4/2010	Sea horses	23131115841757	LOST	\$24.21

4. The total partial payment amount has been paid.

**User Status**

User Name **SMITH, NICOLE** User cat1 **09**  
User ID **000182567** Group ID **HR KANEREK**  
Profile **HIGHSCHOOL** Library **HARMON**  
Status **DELINQUENT** Note **25000004284569 RMS 3.**  
Checkouts **9** Overdue **7**  
Holds **1** Amount Owed **\$57.56**

**Bills**

Date	Title	Item ID	Reason	Amount
3/4/2010	Cat's eye	23131002399604	LOST	\$16.95
3/4/2010	Sea horses	23131115841757	PROCESSFEE	\$5.00
3/4/2010	Sea horses	23131115841757	LOST	\$24.21

## Paying Bills

### Pay Total Bills

1. This method is to be used only when the user intends to completely clear all bills. Click the Pay Total Bills button. In the Payment Amount field, the total amount the user owes in bills displays. **This payment amount cannot be edited.**

The screenshot shows the SirsiDynix interface with the 'Pay Total Bills' dialog box open. The dialog box contains the following fields:

- \* Payment Amount: \$25.45
- \* Payment Type: CASH

Buttons in the dialog include 'Help', 'Pay Now', and 'Cancel'. The background interface shows user information for SMITH, DAVID and a list of bills.

Date	Title	Item ID	Reason	Amount
11/9/2004	The composite guide to football	25000005538302	LOST	\$16.95
11/29/2004	How to make & fly paper airplanes	25000001274126	LOST	\$3.50
11/29/2004	How to make & fly paper airplanes	25000001274126	PROCESSFEE	\$5.00

2. Select a Payment Type and click the Pay Now Button. All bills are paid.

The screenshot shows the SirsiDynix interface after the payment. The user status is now 'BLOCKED'. The bills list is empty.

Date	Title	Item ID	Reason	Amount
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